



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY QUARTERMASTER CENTER AND SCHOOL
ARMY CENTER OF EXCELLENCE, SUBSISTENCE
1201 22D STREET
FORT LEE, VIRGINIA 23801-1601

ATSM-CES-P (1mm)

10 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Advance Planning Information, 2006 Joint Food Service Awards Ceremony

1. The International Food Service Executives Association (IFSEA) and the Department of the Army G-4 announced the winners and runners-up of the 2006 Philip A. Connelly competition by Department of the Army message on 20 December 2005. Two designated representatives of the winning and runner-up units will be hosted by the U.S. Army Quartermaster Center and School to attend the Joint Food Service Awards Ceremony held in conjunction with the IFSEA annual conference. This year's conference is from 6-9 April 2006 at the Hyatt Regency Miami, at the Miami Convention Center, 400 SE Second Avenue, Miami, Florida 33131-2197. Other interested unit or major command representatives may attend the conference and ceremony, if sanctioned and funded by their respective headquarters.
2. In order to provide maximum advance planning information to prospective conference attendees, enclosed is a memorandum of instruction which outlines specific actions required of winning and runner-up units and other ceremony attendees. Information about the IFSEA conference functions, dress codes, and hotel amenities is also provided.
3. Information regarding the Joint Food Service Awards Ceremony may be coordinated with the Connelly staff at DSN 687-3028/3029/3019 or commercial (804) 734-3028/3029/3019.

Encl


DONALD P. VTIPIL, JR.

LTC, QM

Director, Army Center of Excellence,
Subsistence

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SUBJECT: Advance Planning Information, 2006 Connelly Awards Ceremony

DISTRIBUTION:

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1201 22D STREET
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S: 28 February 2006

ATSM-CES-P (1mm)

10 January 2006

MEMORANDUM OF INSTRUCTION FOR 2006 Joint Food Service Awards Ceremony

PURPOSE: To outline actions required of award winning active army and reserve component units prior to and during the Philip A. Connelly Awards Ceremony.

DISCUSSION:

1. The 2006 Joint Food Service Awards Ceremony will be held during a formal dinner on 8 April 2006 at the Hyatt Regency Miami, at the Miami Convention Center, 400 SE Second Avenue, Miami, Florida 33131-2197. The ceremony is held in conjunction with the annual food service conference of the International Food Service Executives Association (IFSEA), from 6-9 April 2006. The IFSEA cosponsors the Philip A. Connelly Awards Program and hosts the Connelly winners at their conference. The IFSEA and the Army announced the winners of the Garrison, Active Army Field, National Guard and Reserve Components competitions by Department of the Army, G-4, message on 20 December 2005.
2. This year's winning and runner-up units, Garrison, Active Army, National Guard and Reserve Components, may send two representatives (the food operations sergeant and a cook) to the IFSEA conference. The Department of the Army G-4 will provide funding for these representatives. The DA funded Food Operations Sergeants representing the winning and runner-up units will arrive at the Hyatt Regency Miami Hotel, Miami, Florida on 31 March 2006 to attend a one-week culinary training course at Johnson and Wales University. The remaining DA funded winners and runners-up designated to attend the IFSEA/Joint Food Services Award Conference will arrive in Miami, Florida on 5 April 2006. All DA funded attendees will depart on 9 April 2006. These representatives will receive tickets for the two major conference functions. The U.S. Army Quartermaster Center and School (USAQMC&S) will provide funding limits and funding information regarding travel and related per diem to the winning and runner-up units prior to the conference dates. **NOTE: ATTENDEES SHOULD ENSURE RECEIPT OF MAXIMUM TRAVEL ADVANCE (based on USAQMC&S funding limits) PRIOR TO DEPARTING HOME STATION, OR HAVE ADEQUATE PERSONAL FUNDS UPON ARRIVAL AT THE CONFERENCE SITE TO COVER THE HOTEL ROOM AND OTHER TDY EXPENSES, PENDING SETTLEMENT OF TRAVEL VOUCHERS. THE AWARDS SPONSORS DO NOT HAVE THE ABILITY TO ISSUE TDY OR OTHER PAYMENTS AT THE CEREMONY SITE.**

ATSM-CES-P

MEMORANDUM OF INSTRUCTION FOR 2006 Joint Food Service Awards Ceremony

3. A planned participation schedule (Encl 1) with the breakdown of ticket costs (conference registration fees) for the IFSEA conference functions is provided.

All DA funded attendees are required to complete the participation sheet and return it to the Connelly staff. This should be faxed NLT 28 February 2006 to Mrs. Oliver at (804) 734-3681 or DSN 687-3681 in order to provide IFSEA a better indication of the number of military guests expected at each event for meal guarantee purposes.

4. DA funded Philip A. Connelly representatives will prepare TDY orders as follows:

The appropriated fund citation to cover travel and per diem is the responsibility of USAQMC&S and DA Army G-4.

a. The unit will complete lines 1 through 18 of DD Form 1610 (See Encl 4). Please be sure to follow guidance in enclosure 4. DD Form 1610s that are not completed accurately will be returned for completion.

b. Once the DD Form 1610 is completed, you must have your requesting official (*unit commander*) sign block 17. Block 18 will be signed at the DA level (signature block is as on Encl 4).

c. The completed and signed DD Form 1610 must be faxed to the USAQMC&S, Connelly Office NLT 28 February 2006. The FAX number is DSN 687-3681 or commercial (804) 734-3681, ATTN: Mrs. Oliver. Include a return mailing and e-mail address for the POC so that the DD1610 can be returned in a timely manner.

5. Command representatives, not funded by DA G-4, who wish to attend the ceremony are permitted to do so with the sanction of and funding by their commands. These individuals may register for tickets at the cost of \$105 for the Connelly Ceremony from IFSEA. For those who will not be arriving in Miami until the day of the ceremony, advanced tickets can be purchased from IFSEA through their on-line registration at www.ifsea.com or by calling Mrs. Judy Manley at 702-838-8821, toll free: 888-234-3732 or e-mail: Judy@ifsea.com. **Due to space constraints in the banquet facility, we only have a set amount of seating available. With this in mind all ticket requests must be submitted through this office prior to any purchase. This limitation allows approximately 14 seats per unit. If you will not require all 14 seats, please let the Connelly Office know ASAP so we may make them available for others. Should you require additional seats you may inquire within this office as to the availability.** All General Officers attending will be seated at the VIP tables. It is suggested that General Officer's tickets be purchased in advance. The purchaser should request that the tickets be put in an envelope with the individual's name on it and given to Mrs. Oliver in the Army Operations Center until you arrive and can pick them up. You should also give the Connelly Office the name(s) of these individuals so we can ensure receipt of these tickets.

MEMORANDUM OF INSTRUCTION FOR 2006 Philip A. Connelly Awards Ceremony

6. In filing TDY vouchers, DA funded attendees who will be receiving complementary ticket for meals, are reminded that those meals will be deducted from per diem. These meals must be listed in Blocks 19a. and b on DD Form 1351-2. (Travel Voucher or Subvoucher Form). **DA funded representatives must submit DD Form 1351-2 (Travel Voucher or Subvoucher) with the original receipts within 5 days of receipt to their DFAS.**

7. Lodging/Reservations:

a. Lodging arrangements have been made for ***all*** attendees funded by the Connelly Office at Hyatt Regency Miami, at the Miami Convention Center, 400 SE Second Avenue, Miami, Florida 33131-2197, 6-9 April 2006 at a conference rate of \$144.00. Reservations for ***all*** attendees ***must*** be made through the Connelly Office using a block of prereserved rooms. Every effort will be made to accommodate individual requirements (provided requests are made no later than 28 February 2006). Attendees are required to complete Encl 3 and return to the Connelly staff.

b. Command personnel not funded by DA G-4, must request reservations through the Connelly staff using the hotel information sheet provided (Encl 3). *Any room charges accrued because of unreported or late cancellations or date changes will be the responsibility of the individual.*

c. Alternate Lodging Options: Command sponsored guests who obtain lodging in a hotel other than the Hyatt Regency Miami at the Miami Convention Center should coordinate their intent with the Connelly office.

d. Upon arrival, all Army personnel will report to the Army Operations Center in the Gardenia Room, Hyatt Regency Miami.

8. Flight Information:

a. Pickup for VIPs and General Officers will only be accomplished from Miami International Airport by the DA Connelly Staff. Transportation to the ceremony site will be the individual's responsibility. There are airport shuttles available for trips to the hotel.

b. Provide flight information, arrival and departure dates and times to the Connelly office as soon as possible.

9. Specific Actions Required of Winning/Runner-up Units:

ATSM-CES-P

MEMORANDUM OF INSTRUCTION FOR 2006 Philip A. Connelly Awards Ceremony

a. Immediately upon notification of winner/runner-up status, advise Connelly Staff at (804) 734-3029 or DSN 687-3029 of the names of representatives to attend the IFSEA conference.

b. All DA G-4 funded unit representatives will report at 0730, 6 April 2006 in the Gardenia Room in the Hyatt Regency Hotel to attend the Conference Orientation Meeting unless otherwise directed. The Class A uniform or dress blues that will be worn during the ceremony, with all awards, will be worn to the meeting. During the meeting, a public affairs representative will interview representatives from the winning units. A Hometown News Release form will be filled out during the meeting by all winners and runners-up to assist PAO in completing this action. Command funded unit representatives may attend the meeting if desired.

c. The Food Operations Sergeant or Cook representative of winning and runner-up units are responsible for transporting the trophy bowl or plaque to their home station. Travel orders should reflect excess baggage authorization for that. Advise the Connelly Office of which person has been designated to transport the award.

d. Once the DA sponsored travelers have been selected and notified travel orders will be prepared by the unit sending selected representatives to the Joint Services Award Ceremony (and to the scholarship award training institute, if appropriate). This year, the Food Operations Sergeants of Garrison, Active Army Field, Reserve and National Guard winning and runner-up units will receive an award of five days advanced training provided by Johnson and Wales University in Miami, Florida from 1-5 April 2006. Further information regarding rental cars and assigned drivers will be dispatched prior to attendees arrival in Miami, Florida. DA funded personnel will report to the Army Operations Center NLT 5 April 2006. Travelers will depart the ceremony site on 9 April 2006.

10. Appropriate Clothing for IFSEA Conference:

a. DAYWEAR – Officers, NCOs and Enlisted Soldiers: Class B uniform with nametag. Appropriate civilian casual wear will be indicated on the program schedule.

b. FORMAL WEAR – The Joint Services Award Ceremony and the IFSEA Grand Ball are formal events for 2006. Appropriate uniforms are:

(1) Officers – White Mess/Mess Blues/Dress Blues.

(2) NCOs/Enlisted – Dress Blues or Class A Uniform w/White Shirt and Black Bow Tie.

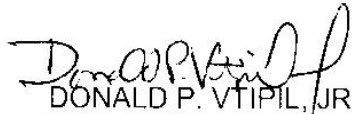
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MEMORANDUM OF INSTRUCTION FOR 2006 Philip A. Connelly Awards Ceremony

11. Command representatives and scholarship recipients are encouraged to submit opinions and comments regarding the Connelly Program and attendance at the Joint Food Service Awards Ceremony and Johnson and Wales University, as appropriate, to: Army Center of Excellence, Subsistence, U.S. Army Quartermaster Center and School, ATTN: ATSM CES P (Connelly Program), 1201 22d Street, Fort Lee, Virginia 23801-1601.

4 Encls

1. Proposed Schedule of Events
2. Planned Participation Schedule
3. Hotel Information Sheet
4. Sample TDY Orders



DONALD P. VITPIL, JR.

LTC, QM

Director, Army Center of Excellence,
Subsistence

PROPOSED 2006 SCHEDULE OF EVENTS
INTERNATIONAL FOOD SERVICE EXECUTIVES ASSOCIATION CONFERENCE
AND THE DEPARTMENT OF THE ARMY PHILIP A. CONNELLY AWARDS CEREMONY

Hyatt Regency Miami
at the Miami Convention Center
400 SE Second Avenue
Miami, Florida 33131-2197
(304) 679-3049

<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
<u>Thursday – 6 April 2006</u>			
MCFE, CFE or CFM Class Test	0830 –1200 1215 –1615 TBD	Funded by Unit or Individual	\$125.00
Army Briefing	0730 --1030 TBD		
Military/IFSEA Meeting	1700 –1800 TBD	Military Coordinators	
Friends of Worthy Goal meeting	0900 – 1200 TBD		
PAO Briefing	1030 – 1300 TBD		
Coast Guard Culinary Team Demonstration	1515 – 1700 TBD		
Military Evaluators Alumni Association	1700 – 1800 TBD		
Welcome Reception *	1900 - 2330 TBD	Mandatory All DA Funded	\$ 15.00

<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
<u>Friday, April 7, 2006</u>			
Partner Recognition Breakfast	0800 – 0900 TBD	Funded by unit or individual	\$ 45.00
“Army Culinary Team Demo CW3 David Longstaff	1545 – 1645 TBD		
Trade Show	1100 – 1600	Mandatory	
ACF’S & IFSEA Certifications Which are appropriate now and later. Mike Baskette / Ed Manley	1400 – 1500 TBD		
“Challenges and Opportunities with Hyatt Corporation” Hyatt Hotel	1545 – 1645 TBD		
Awards Committee	1600 – 1700 TBD		
Reception	1800 – 1845 TBD		
IFSEA’S Celebration Dinner	1900 – 2200 TBD		\$105.00

<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
<u>Saturday, April 8, 2006</u>			
Power Networking breakfast	0800 – 0900	Funded by unit or individual	\$ 45.00
Joint Service Awards Rehearsal	0800 – 1800	Mandatory All DA Funded	
“The Future is Now – HACCP” Dee Clingman	0915 – 1015 TBD		
“Life in the Oval Office” Master Chief Glenn Maes, USN	0915 – 1015 TBD		
Military Roundtable Discussion Hosted by MHA	0915 – 1115 TBD		
“Emerging Food Trends” Chef Lyn Woodruff	1030 - 1130 TBD		
“At Your Service” Frank Coehee, CFE	1030 – 1130 TBD		
Membership Accolades Luncheon	1145 - 1400		
Do You Know You Are Unique? Dr. Eloise Cantrell	1415 – 1530		
“Theme Meals Create Excitement” Aramark	1415 - 1530		
CFE Knowledge Bowl	1545 – 1645		
“Dining and Business Etiquette” Linda Blakita, CFE	1545 - 1645		
Army/DSCP Awards	1600 – 1700 TBD	Mandatory ALL DA Funded	
Head Table Reception	1730 - 1830		
U. S. Military Awards Dinner	1830 – 2200	Mandatory All DA Funded	\$105.00

<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
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Sunday, April 9, 2006

Farewell Breakfast	0830 – 1000		\$ 45.00
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Connelly Winners/Runners-up Depart

*****Note:** *All information is subject to change.*

***The Certification Test Review and test are NOT included in the Fee. Cost is \$125.00 for the seminar and anyone of the CFM, CFE or tests.**

NOTES

1. Function tickets may be purchased individually or as a book of tickets for \$295 if purchased before 1 March 2006 (or \$335 otherwise) for all events. You may purchase only three dinners for the discounted price of \$195, instead of individually paying \$220. The price of meals includes all conference expenses, such as speakers, entertainment, ribbons/badges, shipping, etc.

2. All functions will be held at the Hyatt Regency Miami at the Miami Convention Center.

3. “Optional” indicates functions that are not military related, however, participation in all functions is highly encouraged and “Mandatory” for all DA sponsored unit representatives.

4. The uniform for the Joint Service and the IFSEA Grand Ball:

Head Table Participants: Formal wear is mandatory.
 Army - Mess White/Mess Blues or Dress Blues
 Civilians - Black Tie

Audience Guests: Civilian - Black Tie is optional at all events.
 Military - Formal Dress is mandatory for all events
 (Officers - Mess White/Mess Blues/Blues and Enlisted Dress Blues, Mess Whites or Class A's w/White Shirt and Bow Tie).

Seminars: Military - Class B uniform

Unit Briefing: DA funded personnel will wear the same uniform as they will wear to the Joint Services Awards Ceremony.

5. The Army Operations Center will be located in the Gardenia Room at the Hyatt Regency Miami at the Miami Convention Center, 400 SE Second Avenue, Miami, Florida 33131-2197 and ask for the Army Operations Center.

PLANNED PARTICIPATION SCHEDULE
2006 SCHEDULE OF EVENTS
IFSEA INTERNATIONAL CONFERENCE AND CONNELLY CEREMONY
SUSPENSE: 28 February 2006

NAME/RANK: _____

COMPLETE UNIT ADDRESS: _____

DUTY PHONE: _____

POSITION TITLE: _____

DATE/TIME/ROOM	FUNCTION	PLAN TO ATTEND		COST
		YES	NO	
<u>Thursday, 6 April 2006</u>				
1900 - 2300	<i>Welcome Reception</i>	___	___	\$15
<u>Friday, 7 April 2006</u>				
0800-0900	Partner Recognition Breakfast	___	___	\$45
1900-2200	IFSEA Celebration Dinner	___	___	\$105
<u>Saturday, 8 April 2006</u>				
0730-0845	Power Networking Breakfast	___	___	\$45
1145 – 1345	Accolades Luncheon	___	___	\$50
1830 - 2200	<i>Joint Services Reception Awards Ceremony and Dinner</i>	___	___	\$105
<u>Sunday, 9 April 2006</u>				
1100-1230	Farewell Breakfast	___	___	\$45

A separate form should be completed by each attendee (to include spouses) please annotate if it is a spouse or family member requiring them to be seated with you) in order for IFSEA to plan for seating and hotel meal guarantees. Forms must be returned to the Connelly Office at: Director, Army Center of Excellence, Subsistence, U.S. Army Quartermaster Center and School, ATTN: ATSM CES P (Mrs. Joy Oliver), 1201 22d Street, Fort Lee, Virginia 23801-1601 or FAX to (804) 734-3681 DSN 687-3681, ATTN: Mrs. Joy Oliver along with the hotel reservation sheet by **28 February 2006**.



HOTEL INFORMATION

NAME: _____

UNIT: _____

POC: _____

E-MAIL: _____

ARRIVAL DATE: _____

DEPARTURE DATE: _____

SMOKING OR NON-SMOKING ROOM: _____

**IF TWO PEOPLE ARE SHARING 1 ROOM, LIST BOTH NAMES*

FLIGHT INFORMATION

ARRIVAL:

DEPARTURE:

NAME: _____

DATE: _____

DATE: _____

FLIGHT #: _____

FLIGHT #: _____

AIRLINE: _____

AIRLINE: _____

TIME: _____

TIME: _____

** IF MORE THAN ONE PERSON IS ARRIVING ON THE SAME FLIGHT, LIST THEM ON SEPARATE INFORMATION SHEET*

A separate form should be completed by each attendee (to include spouses (please annotate if it is a spouse or family member requiring them to be seated with you) in order for IFSEA to plan for seating and hotel meal guarantees. Forms must be returned to the Connelly Office at: Director, Army Center of Excellence, Subsistence, U.S. Army Quartermaster Center and School, ATTN: ATSM CES P (Mrs. Joy Oliver), 1201 22d Street, Fort Lee, Virginia 23801-1601 or FAX to (804) 734-3681 DSN 687-3681, ATTN: Mrs. Joy Oliver along with the hotel reservation sheet by **28 February 2006**.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)						1. DATE OF REQUEST (YYYYMMDD) DATE	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) (Full Name of Traveler) DOE, JOHN E.			3. SOCIAL SECURITY NUMBER 123-45-6789		4. POSITION TITLE AND GRADE/RATING Position (i.e. FOS, 1st Cook, etc) Grade (i.e. SFC, 1LT, SPC SGT) COOK, SGT		
5. LOCATION OF PERMANENT DUTY STATION (PDS) (Full Unit Address to include 9 digit Zip Code) HHC, 123 AR				6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER (Include Area Code) Unit Phone No.	
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE (See JTR, Appendix II) To Attend DA Philip A. Connelly		10a. APPROX. NO. OF TDY DAYS (Including travel time) 0		b. PROCEED DATE (YYYYMMDD) Proceed Date	
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM: Fort ????, ?? TO: Miami, FL RETURN TO: Fort ????, ??							
12. TRANSPORTATION MODE							
a. COMMERCIAL				b. GOVERNMENT		c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL
	X						
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.		b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST							
a. PER DIEM \$ 0.00		b. TRAVEL \$ 0.00		c. OTHER \$ 0.00		d. TOTAL \$ 0.00	
						15. ADVANCE AUTHORIZED \$ MAX	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Trvr is/is not elig and does/does not possess govt charge card. Trvl voucher must be filed within 5 days of completion of TDY, to ACES, USAQMC&S, ATTN: ATSM-CES-P (Connelly Office), 1201 22d Street, Fort Lee, VA 23801-1601. A copy of the final settlement voucher must be submitted to the same upon receipt. POV auth to and from airport. Govt fac is not avail. EXCESS BAGGAGE AUTH.(Only on the orders of individual transporting award back.)							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) Your Unit Authorizing Official (Unit Cdr)				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) CHET C. YOUNG, COL., GS, C. Troop Support Div			
AUTHORIZATION							
19. ACCOUNTING CITATION (LEAVE BLANK) Connelly Office will fill in for DA funded individuals. Command Sponsored personnel will use their Unit Accounting Funded Site Information.							
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) FOR THE DEPUTY CHIEF OF STAFF LOGISTICS GABRIEL TYLER, ASST EXECTIVE OFFICER						21. DATE ISSUED (YYYYMMDD) (LEAVE BLANK)	
						22. TRAVEL AUTHORIZATION NUMBER (LEAVE BLANK)	